



EACH MEMBER OF A FIELD PARTY SHOULD COMPLETE THIS FORM (OR OBTAIN A COPY OF THE COMPLETED FORM AND MODIFY THE DETAILS) TO ENSURE ALL CONTACT PEOPLE HAVE A COPY.

<b>FIELD ACTIVITY DETAILS</b>	
<b>Name of participant(s)</b>	Indicate the names of all anticipated party members. Provide mobile phone numbers if known.
<b>Field party leader</b>	
<b>Additional party member(s)</b>	Indicate the names of other anticipated party members from other agencies or individuals. Provide mobile phone numbers if known.
<b>Contact details of participant</b>	Provide mobile phone and home phone details as a minimum. Mobile: Home:
<b>Contact details of party leader</b>	
<b>Location of field activity</b>	Attach or insert a map, identify coupe name, property name, grid coordinates, etc.
<b>Purpose of field activity</b>	Indicate general purpose in most cases but provide details if unusual (e.g. nocturnal, remote area, underground, etc.) purpose is likely.
<b>Risk assessment</b>	Have you completed a risk assessment for the proposed field activity? YES / NO  Are there specific risks that need to be addressed prior to commencing the field activity? Please specify details.
<b>Date and time of departure</b>	
<b>Intended route</b>	Indicate intended route if off-road or away from expected route to location.

<b>Date and time of return</b>	
<b>Accommodation details</b>	Indicate the anticipated place of overnight stay (with contact details if known).
<b>Emergency return time</b>	Indicate the time after the anticipated return time that the Employer and emergency contact person should begin search procedures.
<b>Emergency contact person(s)</b>	Provide name and contact details of at least one emergency contact person that the Employer can contact in the event that your return time is exceeded.
<b>Contact procedures</b>	Indicate if the field activity contact procedures are different to the procedure outlined below (e.g. Forestry Tasmania call-in protocol, PWS remote area protocol, etc.).

#### **STANDARD NOTIFICATION PROTOCOL (EMPLOYEE)**

1. Complete this form (Form S-3) prior to commencing field work.
2. Lodge this form with the Employer a minimum of 24 hours prior to departure. Forms can be emailed, mailed or delivered in person. If time precludes completion of the form, please ensure that field activity details are emailed or phoned through to Mark Wapstra (and acknowledged as being received).
3. Provide your emergency contact person(s) with a copy of the form. Make sure that the emergency contact person(s) agrees and understands the notification protocol. If they do not think that they can meet the protocol (e.g. may be called in to work themselves and become uncontactable), you should nominate Mark Wapstra as your emergency contact person.
4. Undertake field work.
5. When field work is completed, contact your nominated emergency contact person(s) to advise that you are returning home (only do so once on a public road subject to frequent traffic) or that you have returned.
6. Contact your emergency contact person(s) immediately that you know your anticipated return time will be delayed beyond your nominated emergency return time to avoid unnecessary search protocols being invoked. If you are out of contact range, make contact immediately upon your return to contact range. Do not continue field work if it will result in your emergency return time being exceeded.

#### **STANDARD NOTIFICATION PROTOCOL (EMERGENCY CONTACT PERSON)**

7. Keep this form safe and in an easy to access location.
8. Contact Mark Wapstra if the person has not returned or contacted you by the nominated emergency return time. Continue trying to contact the person. Try to contact other listed emergency contact persons (if listed).
9. If Mark Wapstra is unavailable and the person has still not returned, alert official emergency authorities and provide the person's details (as per this form).